



**CITY OF SAN DIEGO
PROMOTIONAL OPPORTUNITY
Open To Current City of San Diego Employees Only
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#P2184 APPRENTICE

***APPLY: FIRST DATE: July 7, 2003**

LAST DATE: August 8, 2003

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Persons may apply only once during this application filing period. Future application filing periods may be announced.

***SALARY RANGE AND TRAINING PERIOD:** Starting salaries range from 60% to 70% of the D Step of the Classification for which the Apprentice is being trained (the journey-level class). Apprentices are eligible for regular salary increases until reaching 95% of the D Step of the journey-level class. (Except for 5-year programs which receive salary increases to D Step of the journey-level class). Apprenticeship training programs vary in length from three to five years.

APPRENTICE OCCUPATION	APPRENTICESHIP TRAINING PERIOD	APPROX. MONTHLY SALARY RANGE	SALARY RANGE OF JOURNEY-LEVEL CLASS
Building Inspector I*	3 years	2522 - 3993	3644 - 4406
Carpenter	4 years	2172 - 3439	3165 - 3788
Cement Finisher	3 years	2172 - 3439	3165 - 3793
Communications Technician	4 years	2842 - 4500	4134 - 4959
Electrician	5 years	2362 - 3938	3432 - 4119
Equipment Mechanic	4 years	2219 - 3515	3232 - 3875
Equipment Painter	4 years	2219 - 3515	3232 - 3875
Heating Technician	4 years	2362 - 3741	3432 - 4119
Painter	3 years	2084 - 3298	3030 - 3640
Plumber	4 years	2362 - 3741	3432 - 4119
Refrigeration Mechanic	4 years	2362 - 3741	3432 - 4119
Roofer	3 years	1979 - 3134	2891 - 3461
Welder	4 years	2219 - 3515	3232 - 3875

*Represents the following: Electrical Inspector I, Structural Inspector I, Mechanical Inspector I, and Combination Inspector I.

REQUIREMENTS: There are no education or experience requirements. Applicants must be City of San Diego employees with at least six months of continuous employment and meet the General Requirements and Promotional Requirements as listed on the back of this bulletin.

LICENSE: A valid California Class C Driver's License is required at the time of hire.

***DUTIES:** The City's Apprenticeship Training Program provides on-the-job training opportunities within the City's apprenticeable skilled trades (see next page for typical tasks of trades.) Apprentices must attend job-related college classes approximately (at least) two evenings per week on their own time. Several appointments may be made from the list established by this examination. Typical duties for each skilled trade are listed below:

NOTE: Some positions may require Apprentices to work at heights over 100 feet or to lift and carry items weighing up to 100 pounds. Apprentice Equipment Mechanics and Carpenters are required to provide their own tools for which they may qualify to receive a cash tool allowance. Building Inspector Apprentices are required to provide their own transportation for which they receive mileage reimbursement. Career Opportunities: Upon completion of training, Apprentices may promote to Step D of the journey-level classification of their trade. Apprentices in a 5-year program may promote to Step E of the journey-level classification of their trade.

Building Inspectors perform inspections of structural, electrical, plumbing, or related components on new structures or repair work in order to ensure compliance with the various building codes and regulations; explain codes and regulations to the public; and keep written records.

Carpenters construct and/or repair buildings, fences, doors, cabinets, furniture, docks, signs, boats, and other items; work from a scaffold; provide data for cost estimates and records; read plans and blueprints; and make rough sketches.

Cement Finishers work in a crew in site preparation for a variety of concrete projects; read and interpret plans and standard drawings; design and build forms; place and finish concrete projects; and drive pick-up, flatbed, and small dump trucks.

Communications Technicians assemble, install, test, and repair fixed and mobile radio transmitters and receivers, public address systems, radar, microwave, CATV, video, audio, and other electronic equipment; test circuits, tubes, and transistors; estimate costs; keep records; and perform field inspections.

Electricians install, modify, service, and repair highway and street lighting systems, building lighting systems, heating and ventilating wiring systems, fire alarms, and other electric equipment; read blueprints and plans; keep records of costs; and make estimates.

Equipment Mechanics inspect, diagnose, and repair mechanical defects in automotive, construction, fire, industrial, and marine equipment; perform body and frame work on equipment; make emergency repairs in the field.

Equipment Painters apply primer and paint to equipment by brush or spray gun; scrape, burn, sand and mend surfaces in preparation for painting; upholster and mend equipment interiors; repair and replace glass, handles, seat tracks, and other equipment fixtures.

Heating Technicians repair, replace and troubleshoot gas/oil fired heaters, hydronic steam heating, low pressure boilers, air ventilation systems, and commercial solar systems and controls; and perform other duties as assigned.

Painters scrape, burn, sand, and otherwise prepare surfaces for painting; apply paint, varnish, stain, waxes, etc., to interiors and exteriors of buildings and structures, street light standards, traffic signals, furniture, floors; mix and match paints; hang wallpaper, fabrics, and vinyl; climb poles and work from a scaffold; provide data for cost estimates; and keep records.

Plumbers install, repair, and replace water, waste water, steam, and gas piping; inspect and repair heating systems, pumps, boilers, and valves; read blueprints and make rough sketches; estimate costs; and keep records.

Refrigeration Mechanics perform skilled installation, maintenance, and repair work on refrigeration, ventilating, air conditioning, heating and pneumatic automatic, and electrical control systems including air conditioning systems up to 600 ton capacity.

Roofers apply various types of roofs such as built up with hot liquid tar, composition shingles, metal, tile, and wood shingles and shakes; repair all types of roofs; install flashings, and perform all repair and maintenance work to roofing on various City properties/facilities.

Welders use oxyacetylene, electric arc, cutting torch, and semi-automatic welding equipment to fit and repair automotive equipment, bridges, fences, pipe systems, pumps, and other equipment; do anvil and hammer work; forge, temper, and sharpen tools; design and read blueprints and schematics.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **SPECIAL APPLICATION** for these position(s). **Candidates will only be certified for the trades they request on the Special Application.** Your application will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of the following:

1. **APPLICATION:** All properly completed applications will be evaluated for applicable requirements. Only those applicants who clearly demonstrate meeting the requirements specified above will be approved to continue in the screening process.
2. **THE WRITTEN TEST:** All qualified applicants will be invited to participate in a Written Test which may include, but is not limited to, the factors listed below: **Reading Comprehension:** Ability to read written material for explicit meaning and details; **Interpretation of Graphs, Charts, Diagrams, or Tables:** Ability to read and interpret materials presented in graphs, charts, diagrams, or tables; **Mathematical Computations:** Ability to perform math computations such as addition, subtraction, multiplication, and division of whole numbers, decimals, and fractions to calculate percentages, proportions, areas, volumes, dimensions, distances, etc.; **Forms Completion:** Ability to complete forms and records accurately; **Mechanical Reasoning:** Ability to understand basic mechanical principles and relationships; and **Spatial Reasoning:** Ability to comprehend spatial patterns and relationships**100%**

WRITTEN TEST DATE: The written test will be administered on September 10, 2003. Approved applicants will be notified of the time and location.

***TEST WAIVER:** Applicants who **previously scored in Category 1 in the current exam P2184** may waive the written exam and be placed in Category 1 on the current examination process.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **three category** eligible list which will be used to fill position vacancies during the next **two years**. Category placement will be based on each candidate's final scores as follows: **CATEGORY 1:** 90 and above; **CATEGORY 2:** 80 through 89; **CATEGORY 3:** 70 through 79. For each vacancy, candidates certified to the hiring department from the list will be contacted for an interview.

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THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER